

Executive Director of the Shepherd's Center

Mission: The mission of the Shepherd's Center of Greater Kalamazoo, a charitable non-profit organization, is to promote vital aging in its community. Programs, for older adults 60+ in Kalamazoo County, specifically include escort transportation to health-related appointments and minor household repairs. Programs are provided by volunteers.

Purpose of Position: Accountable for the program, planning, organizing and directing of the personnel and finances of the Shepherd's Center.

Qualifications:

1. Experience in human service or non-profit sector, especially in management and leadership roles. College degree preferred.
2. Ability to communicate effectively both written and orally.
3. Good organizational skills.
4. Proficient with Microsoft Office Suite.
5. Understand and appreciate the role of the Shepherd's Center in this community.
6. Preferred awareness of other Kalamazoo County senior community programs and organizations.

Responsibilities:

1. Oversee and administer current Shepherd's Center programs.
2. Communicate and report to the Board of Directors and attend bi-monthly Board meetings.
3. Carry out the Board of Director's program and budgetary initiatives.
4. Recruit and train volunteer drivers as to their responsibilities, as well as office volunteers.
5. Maintain the Shepherd's Center's financial records.
6. Maintain client and volunteer database and provide information to the Board of Directors.
7. Hire, supervise and terminate employees as necessary.
8. Maintain the office by addressing public inquiries, purchasing necessary supplies and paying invoices.
9. Promote and market the organization: write the biannual newsletter, act as spokesperson to community partners, churches, and others.
10. Solicit funds from foundations and major contributors working with the Board of Directors.
11. Act as liaison with the Shepherd's Centers of America.

Reporting Relationship: This position reports directly to the Shepherd's Center's Board of Directors.

Hours: Approximately 16 hours per week, including office hours of 9:00am to 12noon Monday through Thursday.

Starting Salary: \$18,000.00

Please submit resume electronically to shepctrkal@sbcglobal.net.

Deadline submission: Friday, February 4, 2022

